



Utica Garden Walk Crafter/Vendor Application

June 8, 2019 9:00 a.m. – 4:00 p.m.

June 9, 2019 9:00 a.m. – 4:00 p.m.

Booth space located outside the Canal Market:

\$25 per day for an approximate 10 x 10 booth space located outside

\$40 for both event days

\$35 per day for a 20 x 10 space located outside

\$60 for both event days

Booth space located inside the Canal Market: approx. 8' wide x 20' length

\$40 per day for 8' wide x 20' length

\$75 for both event days

\$100 for both days for 16' x 20'

Mail application and reserve fees to:

Utica Garden Club, PO Box 176, Utica, IL 61373

Please make checks payable to *Utica Garden Club* and return by **May 17, 2019** to reserve your space.

Questions? Call (815)667-4856 or email joellen55@hotmail.com. Confirmation of receipt of the application will be emailed or mailed to you with additional set up details.

Your Name:		
Address:		
City, State, Zip		
Phone:		
Email		
Tax ID#		
Description of your craft:		
Dates of Participation:	<input type="checkbox"/> Saturday, June 8, 2019	<input type="checkbox"/> Sunday, June 9, 2019
Size of booth requested:	<input type="checkbox"/> 10 X 10 outside location <i>reserve fee: \$25 one day</i>	
Outside Canal Market	<input type="checkbox"/> 10 X 10 outside location <i>reserve fee: \$40 event</i>	<input type="checkbox"/> 20 X 10 outside location <i>reserve fee: \$35 one day</i> <input type="checkbox"/> 20 X 10 outside location <i>reserve fee: \$60 event</i>

Size of booth requested: Inside Canal Market	<input type="checkbox"/> 8' X 20' inside location <i>reserve fee: \$40 one day</i> <input type="checkbox"/> 8' X 20' inside location Reserve fee: \$75 event	<input type="checkbox"/> 16' X 20' inside location <i>reserve fee: \$100 (this space is only available for both days of event. This is a very limited opportunity)</i>
--	---	---

**Vendor Guidelines and agreement form – Must be read, signed and returned with application
 Utica Garden Club Garden Walk and Faire June 8th and 9th, 2019**

- Preference is given to repeat vendors and vendors with a garden, homemade and “Old Time” theme
- **NO WEAPONS OR EXPLOSIVES OF ANY KIND ARE ALLOWED**
- Vendors are expected to provide their own insurance; under no circumstances shall LCHS or Utica Garden Club be liable for any direct, indirect, incidental, special or consequential damages resulting from any incident occurring at the Event
- All vendors must unload or load their vehicles as quickly as possible. Unpacking of items & staging of rented space will take place after the vehicle has been moved to a parking area.
- Display areas within the designated areas are not to block vehicle or pedestrian traffic. Please be respectful of local property owners and residents.
- Vendors are responsible for keeping spaces clean during the market as well as final clean up after the Event.
- Vendor spaces are to be open and manned during Event hours.
- The Canal Market building is an enclosed building with concrete flooring and limited electricity.
- No protection from rain, wind, etc. is provided (except vendors inside the Canal Market) so bring some protection with you. LCHS does have limited supply of tables to rent for an \$8.00 fee. Vendors wishing to rent tables should notify LCHS in advance.
- One hour after event end time, the site will close.
- Vendors not accepted will have their fee returned. Refunds for late cancellations may be given depending on the reason for the cancellation and its effect on the Event. *No shows on the Day of Event will not be granted a refund.*
- States sales tax must be paid according to IDRS provisions and is the responsibility of the Vendor. **Utica's rate is 6.5% We reserve the right to accept or deny any vendor**

I have thoroughly read the letter and guidelines for LCHS and Utica Garden Club Faire vendors and agree to comply with all the terms, and sign and abide by the liability disclaimer attached. I further understand that I may not sublease, sell or give away this space without written permission from the Event Committee. An extra fee may be charged if I exceed my assigned space. I will maintain a neat and attractive booth within my designated area, and will prominently display the Vendor permit at all times. I will be responsible for cleaning my area thoroughly after I close. I will try to carry out the heritage theme of the event presented by the LCHS and Utica Garden Club.

Date _____ Signature _____
Signature required and Printed name

I accept and assume full liability for any injury or loss to property, my agents, employees or me at any time from any cause on the premises of the show. I expressly release the Utica Garden Club, LaSalle County Historical Society, its employees, board, and volunteers, and the Village of North Utica, from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Date _____ Signature _____
Signature required and Printed name

No rummage sale, crafters specializing in commercial kits or home party related items will be allowed to participate. The Garden Faire Committee reserves the right to choose vendors based on the items that will be for sale. Garden related crafts will take precedence in the selection process. If your application is not accepted, your reserve fee will be returned. Vendors are responsible for providing their own tents and tables. More setup info will be provided after acceptance.